

ACTION PLAN

Approved For Release 2005/08/02 : CIA-RDP82-00357R000300080004-1
DCI/DDCI Tasks Re Personnel Program

Task	Responsibility	Completion Due Date	Completed	Remarks
1. Establishing minimum promotion targets by grade by each Directorate:				
A. Guidance to Deputy Directors	Office of Personnel		29 March 1978	
B. Preliminary development of promotion plans by Directorate	Deputy Directors	20 April 1978		
C. Review of Directorate promotion plans	Office of Personnel	5 May 1978		B&C were performed simultaneously and we have no definitive completion date.
D. Approval of plans	DCI/DDCI	12 May 1978	5 July 1978	D/Pers memo to DD's cited approval
E. Publication of Directorate promotion schedule and targets by grade	Deputy Directors	26 May 1978		Guidance memo for publication signed by D/Pers 19 July 1978
2. Implementation of 3% selection-out policy:				
A. Notification of policy decision	DDCI		7 April 1978	
B. Career Service implementing actions (establish Directorate Panels to review and make determination on each case)	Deputy Directors	28 April 1978	July 1978	All Career Services advise Panel or Boards named.
3. Cross-Directorate rotations:				
A. Notification to Deputy Directors of requirements	DDCI	28 April 1978	18 May 1978	

Task	Responsibility	Completion Due Date	Completed
B. Identification by Deputy Directors of target positions	Deputy Directors	8 May 1978	850075 (6)
C. Identification of candidates by Directorates	Deputy Directors	22 May 1978 28 Aug 1978	As of 15 July, NFAC missing 2 job descriptions. DDO provided none. E Service did not identify specific jobs - merely noted large number of rotational assignments. New completion dates based on assumption missing info will be received by 21 July: need week to process.
D. Matching of candidates against positions	Office of Personnel	29 May 1978 28 Sept 1978	LAST OF THE DD (DDO) POSITION HISTORIES RECEIVED ON 8 SEPT 78
4. Personnel Development Plan:			(C) TARGET POSITION HISTORIES WILL BE COMPILED AND FORWARDED TO ALL DDS FOR IDENTIFICATION OF CANDIDATES
A. Preparation of analytical comments on Directorate PDP's for DDCI	Office of Personnel	24 April 1978	24 April 1978
B. Schedule meetings of DDCI and the Deputy Directors	DDCI	Pending E Svc - 20 July	DDO, DDS&T, DDA - June '78 NFAC - 14 July 1978
5. Performance Evaluation Study:			
A. Interim report to DDCI	Office of Personnel	12 APRIL 78	12 April 1978
B. Final study task force report to DDCI	Office of Personnel	24 April 1978	3 May 1978 DDCI requesting Career Service Management review and comments
C. DEPUTY DIRECTORS' COMMENTS ON TASK FORCE REPORT	DEPUTY DIRECTORS	15 AUG 1978	7 SEPT 78 LAST DD REPORT RECEIVED AND OP ON 7 SEPT 78
D. COLLATION OF DD COMMENTS ON TASK FORCE REPORT	OFFICE OF PERSONNEL	16 OCT 78	

<u>Task</u>	<u>Responsibility</u>	<u>Completion Due Date</u>	<u>Completed</u>	<u>Remarks</u>
6. Implementation Uniform Promotion System				
A. Approval of semi-annual option and new FR schedule	DDCI		12 July	Paper proposed by OP APPROVED BY DDCI 12 JULY 1978
B. Advise Career Service of Item A	OP		27 July	
C. Career Services to advise OP of promotion schedule options selected	DDs	not specified		Item B memo requested Career Services to advise OP of promotion schedules elected. Advised this now being done.
D. Recommendation for supergrade promotion schedule	OP	26 July	31 July	Forwarded to DDCI
E. Approval of supergrade promotion schedule	DDCI			Approved by DDCI
F. Advise DDs of Item E	OP	15 Aug		Completion date depends on Item E
G. Publish summary of elements of System	OP			This is paper proposed by P&C, OP to summarize the various elements of the system
7. Alien Marriage Policy Review				
A. Career Service Suggested Criteria	DD's and OS		19 July (NFAC last report received)	EAG request for input to OP for a recommendation
B. OP Recommendation		23 July	26 July	OP recommendation completed in draft

	Responsibility	Completion Due Date	Completed	Remarks
C. All proposals to Panel and DDCI	OP		27 July	Item A & B material sent to Panel and DDCI
D. Discussion on policy	DDCI or EAG			
8. Certificates of Promotion				
A. Design and Print Certificates	OP		June 1978	First ones presented to Supergrade Promotees - July 1978
B. Advise Employees of Program	OP	15 August		Draft of Notice sent to RCB by D/DA
✓ C. Develop procedure for issuing	OP	15 August		Publish an OPM
9. Review of procedures for allocating supergrade allowances	OP (per DDCI memo of 12 June)	Not specified	21 JULY 78	APPROVED BY DDCI 4 AUG 78 Recommendations will be sent forward by 1 August: NOIFICATION MEMO OF DECISION FROM D/DA'S TO DD'S 14 AUG 78 Revision with DDCI policy approval
STAT A. Revision of 				
10. Preparation of brochure on personnel policies and procedures for distribution to employees		15 August for rough draft	15 AUG 1978	On schedule. Plans for printing are being prepared.
11. Liaison with OLC on Civil Service Reform	OP	As required		Notes on contingency planning are being prepared against event Agency will have to comply with portions of the Bill.
12 (FLEXITIME)	OP			
13 VACANCY NOTICE POLICIES	OP			
14 16 PROPOSALS FOR REVISION OF AGENCY GRIEVANCE PROCEDURES	CP			
15 NFAC (MAG) PAPER	CP			
16 DCI REQUEST FOR DATA ON				

Approved For Release 2005/08/02 : CIA-RDP82-00357R000300080004-1

Other DCI/DDCI Level Tasks (Without Interrelated Actions)

<u>Task</u>	<u>Responsibility</u>	<u>Completion Due Date</u>	<u>Completed</u>	<u>Remarks</u>
1. Recruitment and Guidance Procedures	OP/R&P and P&C	21 July	21 July	2 Papers prepared by R&P and P&C for DCI
2. Applicant Processing Time (DCI)	DDA			
OP report to DDA	R&P	25 July	25 July	
3. Suggestion from Congressional Women's Caucus	OP(R&P)	28 July	3 August	DCI request for response to Caucus question

Approved For Release 2005/08/02 : CIA-RDP82-00357R000300080004-1